

ADMINISTRATIVE MEMO NO. 8

November 11, 1942

Subject: Occupational Deferment

In July the Federal Communications Commission, in response to a request from the Civil Service Commission, submitted a list of positions in the FBIS for which occupational deferment was requested. As revised in answer to a memo from the Civil Service Commission, dated September 30th, asking for any additions or changes the FCC wished to make, this list is as follows:

Departmental

Chief Editor	Copy Editor
Chief Analyst	Assistant News Service Editor
Assistant to Director	Editorial Monitor
Chief of Publications Section	Assistant to Chief Monitor
Chief of News Service Section	Supervising Broadcast Monitor
Chief of Monitoring Section	Assistant Chief of Translation
Principal Political Analyst	and Transcription Division
Principal Social Psychologist	Associate Broadcast Analyst
Chief Translator	Chief of Special Foreign Language
Senior Administrative Officer	Section
Senior Political Analyst	Senior Monitor
Assistant Editor	Language Supervisor
News Service Editor	Principal Translator
Deputy Chief of Translation and	Supervising Translator
and Transcription Division	Broadcast Monitor
Senior Broadcast Analyst	Senior Translator
Junior Assistant Editor	Translator

Field

Chief Field Correspondent	Senior Monitor
Principal Broadcast Analyst	Chief Translator
Field Correspondent	Monitor
Asst. Field Correspondent	Principal Translator
Editorial Monitor	Senior Translator

The next steps in the process of regularizing deferment are a review by the Civil Service Commission of these lists submitted, and a determination, in the light of the whole Civil Service, of what positions shall be recommended to the Chairman of the War Manpower Commission for deferment. The Civil Service Commission may eliminate positions from the lists as submitted by the FCC and other agencies.

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With the recommendations of the Civil Service Commission in mind, the War Manpower Commission, under Directive No. XI, will designate those positions which shall be eliminated from the Departments' lists of key positions. The basis for the determination with respect to each position will be:

- a. Its relation to the war effort, or to essential supporting activities.
- b. The skills, abilities, training or experience required for the adequate performance of the functions and duties of such position.
- c. The ability of the Department or agency concerned to secure from Government or non-Government sources a replacement for such position, consistently with such policies as the Chairman of the Manpower Commission may have prescribed.

After such review by the Manpower Commission, the Chairman of the Manpower Commission will inform each agency of the designations for deferment, and thereafter from time to time will make and notify the agency of new designations or revisions.

With these designations finally made, occupational deferments shall be requested by the heads of agencies on the basis of the designated list. In each case deferment shall be asked only for those employees possessing special skills or abilities absolutely essential to the performance of their duties, which skills or abilities have been acquired as a result of a considerable period of training or experience, and where the person for whom deferment is requested is in a position included in the agency's list of key positions approved by the Commission, or, if not employed in such a position, is engaged in an activity directly concerned with the war effort and occupying such an extraordinary or unique relationship with the conduct of that activity that the head of the agency and the Chairman of the War Manpower Commission have determined that his separation would seriously impair the effective functioning of that activity.

Furthermore, in asking for a deferment beyond the initial period of six months, the Department and the Civil Service Commission shall determine that to recruit a replacement would conflict with the policies of the War Manpower Commission, or that vigorous efforts to recruit have been made to secure a replacement, and that those efforts have been of no avail, or that with a replacement secured, a further period of training is required before the trainee will be qualified to assume the responsibilities of the position, or, finally, that the head of the department and the War Manpower Commission Chairman shall determine that the employee is engaged in an activity with a unique relationship to the conduct

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of the war, and that separation would impair the effective functioning of that activity.

With the designated list in operation, any civilian employee in such list who presents a request for a release in order to enlist or secure a commission in the armed forces may have his request denied by the head of the agency, providing the head of the Agency would have requested deferment if the person requesting release had been drafted under the Selective Service Act, and provided also that the Chairman of the War Manpower Commission does not determine that the employment sought in the armed forces is a more effective contribution to the war effort than the services performed by the individual in his position in the agency. When such a denial is made by the head of the department, he shall notify the employee's selective Service local board of such refusal.

/s/ Robert D. Leigh

Robert D. Leigh
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The Engineering Department has similarly requested a deferment for recurring periods for Radio Engineers, Associate Radio Engineers, Assistant Radio Engineers and Assistant Monitoring Officers.

R.D.L.